

5.7 Outlet Structure Changes

This option allows the user to add new outlets and delete closed outlets, as well as to track outlet mergers, outlets that change to administrative entities, and outlets that move to new administrative entities. The structure changes are tracked automatically in a historical file as the user enters data, so there is little additional burden to the WinPLUS user.

5.7.1 Edit Checking During Outlet Structure Changes

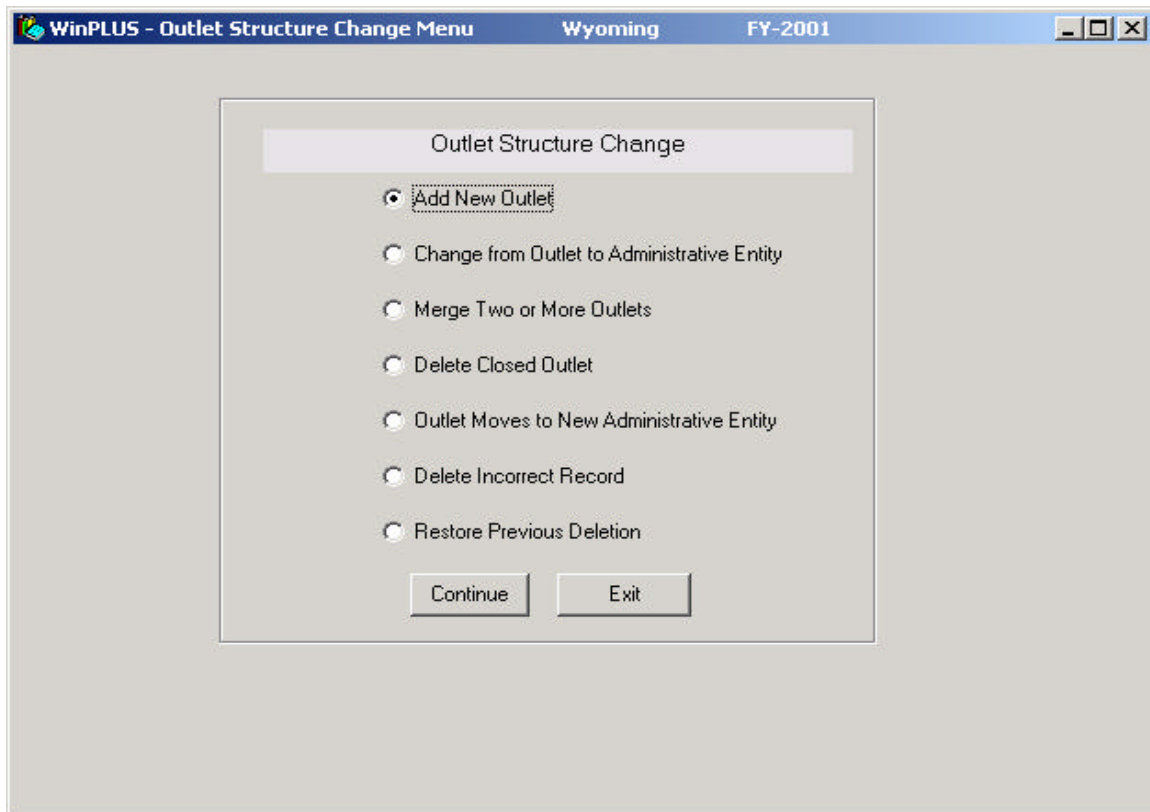
During ‘Outlet Structure Changes’, interactive edit checks are limited to invalid entries (e.g., invalid codes in fields such as Interlibrary Relationship, Legal Basis, and Administrative Structure; alphabetic entries in numeric fields; and totals that are not equal to the sum of their parts when all parts are greater than or equal to 0).

Invalid entries are not permitted under any circumstances. WinPLUS software uses a -2 to indicate a data element that has been left blank. The user **must** make a valid entry (i.e., -1, 0, a positive number, or alphanumeric data, as appropriate). Estimates can be used if exact data are not available. The following responses are acceptable to WinPLUS:

-1	“-1” means “We don’t know the answer, don’t collect this data, or can’t get the data right now.”
0	Zero means “we have none of this item” (e.g., the library does not maintain a video collection).
Any positive number for numeric data elements	Enter the appropriate numeric data for the data element.
Alphabetic and/or numeric data for alphanumeric data elements	Enter the appropriate alphabetic and/or numeric data. Some data elements require codes (e.g., Interlibrary Relationship Code = HQ, ME, or NO). See appendices E and F.

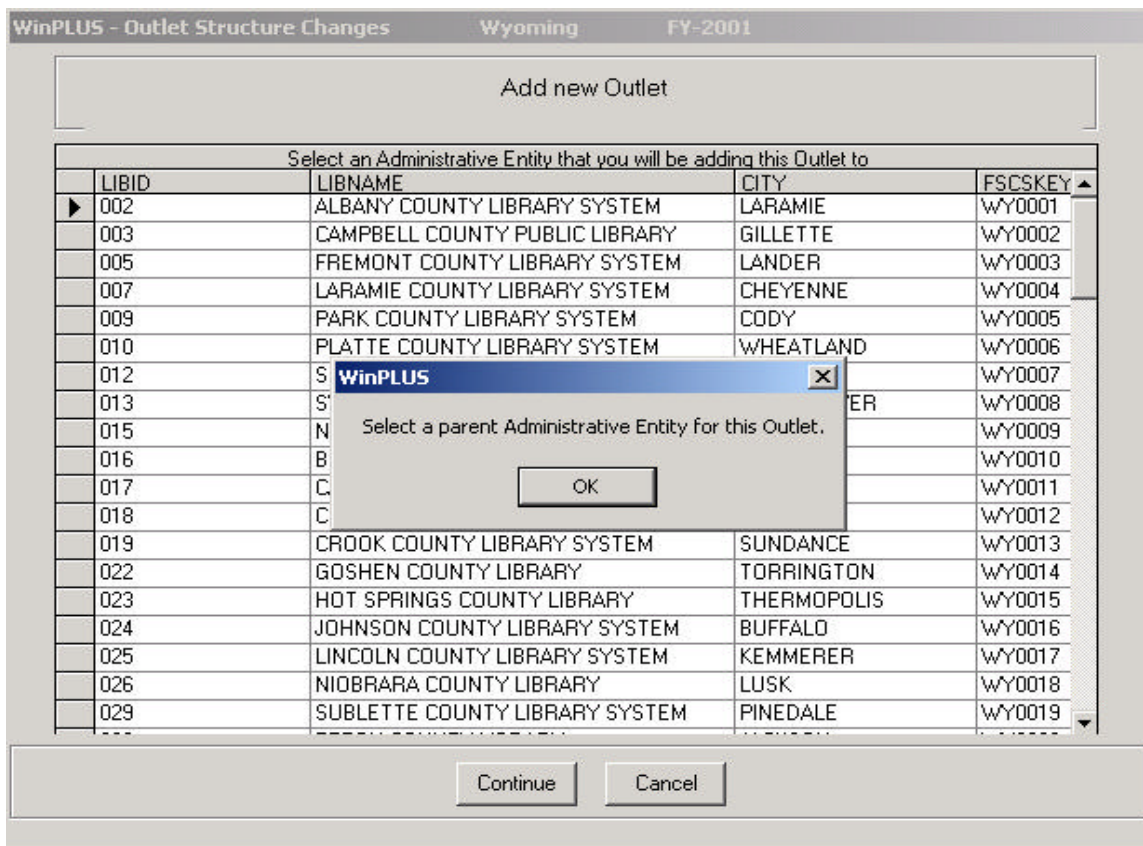
Outlet Structure Change Menu

To access the 'Outlet Structure Change Menu', select 'Outlet Structure Changes' from the WinPLUS Main Menu. This menu gives the user options for making structural changes to outlet records.



5.7.2 Add New Outlet

To add a completely new outlet record, select 'Add new outlet' from the 'Outlet Structure Changes Menu'. A window prompts the user to 'Select a parent Administrative Entity for this Outlet'.



Select the administrative entity that will be the parent to the outlet by clicking on the gray box to the left of the names. *The entire row must be highlighted.* Select 'Continue' to proceed. Next, the 'Add New Outlet' data entry screen window is displayed with the pop-up message 'Do you want to replicate the Parent Administrative Entity?'

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Add new Outlet

Outlets

01 Libid: WY0002-006 1A FSCS: WY0002 006

02 Name: CAMPBELL COUNTY PUBLIC LIBRARY

03 Address: 2101 4-J ROAD

04 City: GILLETTE 05 County: CAMPBELL COUNTY

06 Zip: 82718 07 Zip4: 5205 08 Phone: (307)687-0009

09 Outlet Type Code: -2 10 Metropolitan Status code: -2

12 Number of Bookmobiles: -2

13 Web Address: -1

Cancel Add Save Now Cancel Changes Previous Page Next Page Exit

Select 'Yes' to fill in the outlet's name, address, zip code, county, and telephone number with the data in the administrative entity record. (Note: The cursor is positioned at the LIB ID# data element. If the user does not enter a LIB ID#, WinPLUS automatically generates one based on the FSCS ID# of the parent administrative entity, with the addition of a 3-digit suffix that uniquely identifies the outlet. WinPLUS automatically generates the FSCS ID#.)

Use 'Tab' or 'Enter' to move to other data elements. Enter data for elements 09 through 13 now, or later from WinPLUS Main Menu option 'View/Update Administrative Entity or Outlet Record(s)'. Select 'Save Work' or 'Exit' to save the changes, or 'Cancel Add' to cancel the procedure.

5.7.3 Change from Outlet to Administrative Entity

To change from an outlet to an administrative entity, select 'Change from Outlet to Administrative Entity' from the 'Outlet Structure Changes Menu' and 'Continue'. (Note: The new administrative entity is assigned a new FSCS ID#. The number assigned is the next highest FSCS ID# from the one previously assigned. The old outlet is automatically tracked in the historical database under its old FSCS ID# and the new administrative entity's FSCS ID#.)

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Select Outlet(s)

LIBID	LIBNAME	CITY	FSCSKEY
002	ALBANY COUNTY LIBRARY SYSTEM	LARAMIE	WY0001
WY0020-003	ALTA BRANCH LIBRARY	ALTA VIA DRIGGS	WY0020
WY0008-002	BAIROIL BRANCH LIBRARY	BAIROIL	WY0008
016	BIG HORN COUNTY LIBRARY SYSTEM	BASIN	WY0010
WY0019-004	BIG PINEY BRANCH LIBRARY	BIG PINEY	WY0019
WY0010-008	BURLINGTON BRANCH LIBRARY	BURLINGTON	WY0010
WY0004-002	BURNS BRANCH LIBRARY	BURNS	WY0004
WY0010-009	BYRON BRANCH LIBRARY/BYRON ELEMEN	BYRON	WY0010
003	CAMPBELL COUNTY PUBLIC LIBRARY	GILLETTE	WY0002
017	CARBON COUNTY LIBRARY SYSTEM	RAWLINS	WY0011
WY0001-007	CENTENNIAL LIBRARY BRANCH	CENTENNIAL	WY0001
WY0006-002	CHUGWATER BRANCH LIBRARY	CHUGWATER	WY0006
WY0007-002	CLEARMONT BRANCH LIBRARY	CLEARMONT	WY0007
WY0017-003	COKEVILLE BRANCH LIBRARY	COKEVILLE	WY0017
WY0012-002	CONVERSE COUNTY LIBRARY SYSTEM	DOUGLAS	WY0012
019	CROOK COUNTY LIBRARY SYSTEM	SUNDANCE	WY0013
WY0010-010	DEAVER BRANCH LIBRARY	DEAVER	WY0010
WY0003-005	DUBOIS BRANCH LIBRARY	DUBOIS	WY0003
WY0011-003	ELK MOUNTAIN BRANCH LIBRARY	ELK MOUNTAIN	WY0011
WY0011-004	ENCAMPMENT BRANCH LIBRARY	ENCAMPMENT	WY0011
WY0008-003	FARSON BRANCH LIBRARY	FARSON	WY0008

Change to Entity Cancel

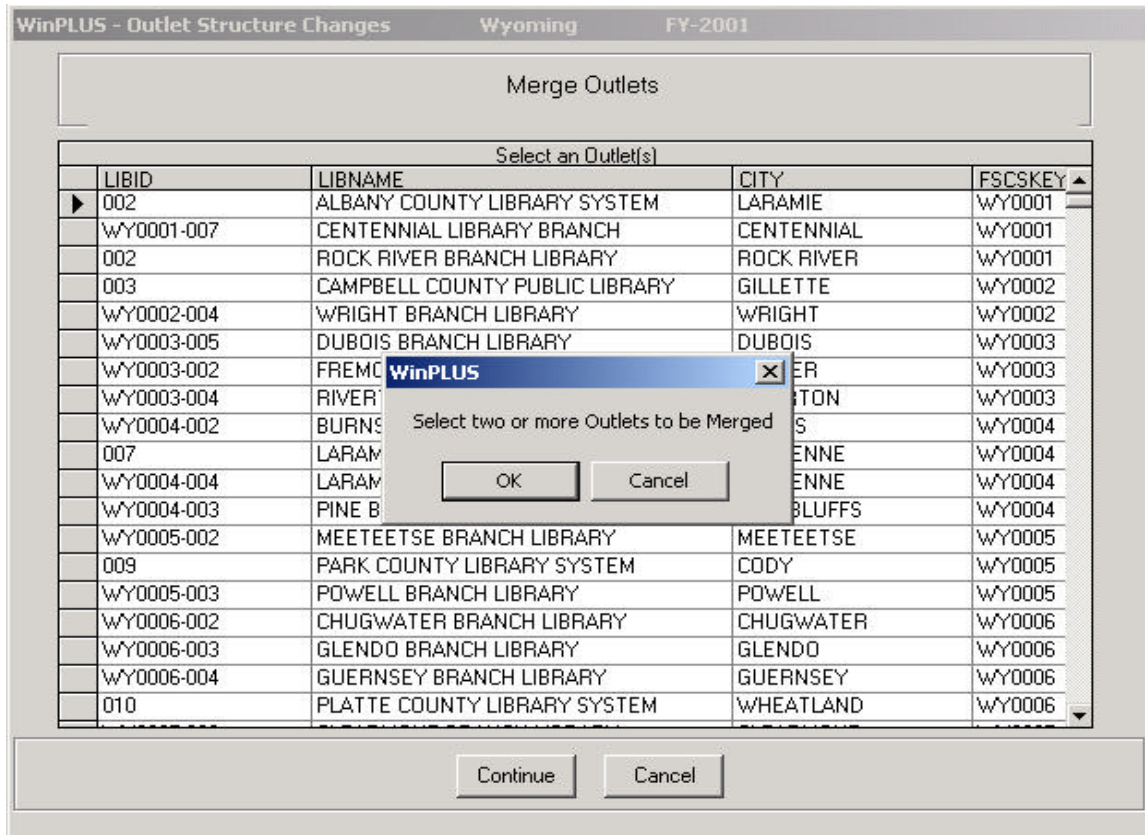
A window listing all outlets is displayed. Select the outlet that will be changed to an administrative entity by clicking on the gray box to the left of the names. *The entire row must be highlighted.* Select 'Change to Entity' to continue with the structure change. The following message will be displayed: 'Change This Outlet to an Administrative Entity with a new FSCS ID#?' Select 'Yes' to continue.

If you select 'Yes', the 'Change Outlet to an Administrative Entity' data entry screen is displayed. Please enter data for the newly created administrative entity. Select 'Save Work' or 'Exit' to save the new administrative entity record, or select 'Cancel Outlet to Entity' to cancel the structure change.

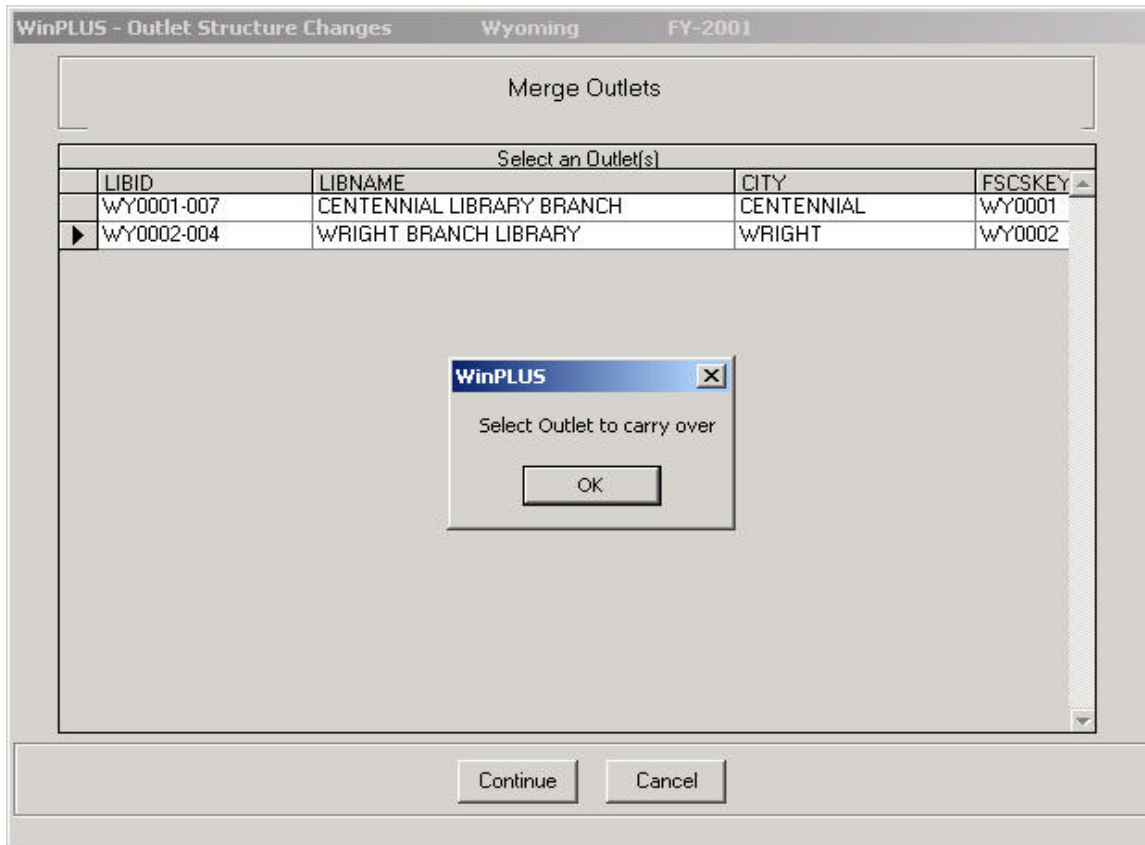
WinPLUS - Outlet Structure Changes		Wyoming		FY-2001	
Change Outlet to an Administrative Entity					
1A FSCS: WY0024				Page 1	
Identification					
01 LIBID: WY0024		02 Name: CAMPBELL COUNTY PUBLIC LIBRARY			
Street Address			Mailing Address		
03 Address: 2101 4-J ROAD		3M Address: -2			
04 City: GILLETTE		4M City: -2			
05 Zip: 82718		06 Zip4: 5205		5M Zip: -2 6M Zip4: -1	
4A County: CAMPBELL COUNTY		07 Phone: (307)687-0009			
7A InterLib. Rel.: -2		7B Legal Basis: -2		7C Admin. Struc.: -2	
		7D FSCS: ?		7E: -2	
Population			FTE Staff		
08 Population of the Legal Service Area: -2			13 ALA-MLS: -2.00		
Service Outlets			14 Total Librarians: -2.00		
09 Number of Centrals: -2			15 All Other Paid Staff: -2.00		
10 Number of Branches: -2			16 Total Paid Employees: -2.00		
11 Number of Bookmobiles: -2					
Cancel Outlet to Entity		Save Now		Cancel Changes	
Previous Page		Next Page		Exit	

5.7.4 Merge Two or More Outlets

To merge two or more outlets, select 'Merge Two or More Outlets' from the 'Outlet Structure Changes Menu' and select 'Continue'. (Note: WinPLUS automatically assigns the new outlet a new FSCS ID#. The old outlets that merged are tracked in the historical database under their old and new FSCS ID#s.) Next, you will be prompted to 'Select two or more Outlets to be Merged' from a list of all outlets.



Select the outlet records to be merged by clicking on the gray box to the left of the names. *The entire row must be highlighted.* If you continue, a message will ask 'Do you want to carryover one of the outlets?'



If you choose 'Yes', you will be prompted to 'Select Outlet to carry over'. (Note: Information from this outlet will be inserted in the newly merged outlet.)

After you select the outlet to carry over, a list of all administrative entities is displayed with the message 'Select a parent Administrative Entity for this Outlet.' Select the administrative entity for the new outlet by clicking on the gray box to the left of the names. *The entire row must be highlighted.*

The 'Merge Outlet' data entry screen will be displayed for the newly merged outlet. Please enter the data for the newly merged outlet as explained under section 5.7.2—Add New Outlet, and then select 'Save Work' or 'Exit' to save the new outlet record, or select 'Cancel Merge' to cancel the structure change and return to the 'Outlet Structure Changes Menu'.

5.7.5 Delete Closed Outlet (Library did not merge or change)

To delete a closed outlet, select 'Delete Closed Outlet' from the 'Outlet Structure Changes Menu' and select 'Continue'. (Note: The closed outlet record is deleted, tracked in the historical database under its original FSCS ID#, and can later be restored. See section 5.7.8—Restore Previous Deletion.)

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Select Outlet(s)				
	LIBID	LIBNAME	CITY	FSCSKEY ▲
	002	ALBANY COUNTY LIBRARY SYSTEM	LARAMIE	WY0001
	WY0020-003	ALTA BRANCH LIBRARY	ALTA VIA DRIGGS	WY0020
	WY0008-002	BAIROIL BRANCH LIBRARY	BAIROIL	WY0008
	016	BIG HORN COUNTY LIBRARY SYSTEM	BASIN	WY0010
	WY0019-004	BIG PINEY BRANCH LIBRARY	BIG PINEY	WY0019
	WY0010-008	BURLINGTON BRANCH LIBRARY	BURLINGTON	WY0010
	WY0004-002	BURNS BRANCH LIBRARY	BURNS	WY0004
▶	WY0010-009	BYRON BRANCH LIBRARY/BYRON ELEMENTARY	BYRON	WY0010
	003	CAMPBELL COUNTY PUBLIC LIBRARY	GILLETTE	WY0002
	017	CARBON COUNTY LIBRARY SYSTEM	RAWLINS	WY0011
	WY0001-007	CENTENNIAL LIBRARY BRANCH	CENTENNIAL	WY0001
	WY0006-002	CHUGWATER BRANCH LIBRARY	CHUGWATER	WY0006
	WY0007-002	CLEARMONT BRANCH LIBRARY	CLEARMONT	WY0007
	WY0017-003	COKEVILLE BRANCH LIBRARY	COKEVILLE	WY0017
	WY0012-002	CONVERSE COUNTY LIBRARY SYSTEM	DOUGLAS	WY0012
	019	CROOK COUNTY LIBRARY SYSTEM	SUNDANCE	WY0013
	WY0010-010	DEAVER BRANCH LIBRARY	DEAVER	WY0010
	WY0003-005	DUBOIS BRANCH LIBRARY	DUBOIS	WY0003
	WY0011-003	ELK MOUNTAIN BRANCH LIBRARY	ELK MOUNTAIN	WY0011
	WY0011-004	ENCAMPMENT BRANCH LIBRARY	ENCAMPMENT	WY0011
	WY0008-003	FARSON BRANCH LIBRARY	FARSON	WY0008 ▼

Delete Outlet Cancel

Next a list of all outlets is displayed. Select the outlet that will be deleted by clicking on the gray box to the left of the name. *The entire row must be highlighted.* Select 'Delete Outlet' to proceed. A window showing the outlet record is displayed with the message 'Do you want to delete this Outlet?'

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Close Outlet

Outlets

01 Libid: WY0010-009 1A FSCS: WY0010 009

02 Name: BYRON BRANCH LIBRARY/BYRON ELEMEN

03 Address: P.O. BOX 176

04 City: BYRON

06 Zip: 82412 07 Zip4: 01

09 Outlet Type Code: BR

10 Metropolitan Status code: NO

12 Number of Bookmobiles: 0

13 Web Address: M

Do you want to delete this Outlet?

Yes No

Cancel Merge Save Now Cancel Changes Previous Page Next Page Exit

Select 'Yes' to delete the closed outlet record. Select 'No' to return to the 'Outlet Structure Changes Menu'.

Note: If an outlet closes temporarily, the user should:

1. Close the outlet using the 'Delete Closed Outlet' option from the 'Outlet Structure Change Menu'.
 2. When the outlet reopens, restore it using the 'Restore Previous Deletion' option from the 'Outlet Structure Change Menu'.
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5.7.6 Outlet Moves to New Administrative Entity

To move an outlet record to a new administrative entity, select 'Outlet Moves to New Administrative Entity' from the 'Outlet Structure Changes Menu'. (Note: The outlet move is tracked in the historical database under its old FSCS ID# and under the new administrative entity's FSCS ID#.)

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Select Outlet(s)			
LIBID	LIBNAME	CITY	FSCSKEY
002	ALBANY COUNTY LIBRARY SYSTEM	LARAMIE	WY0001
WY0020-003	ALTA BRANCH LIBRARY	ALTA VIA DRIGGS	WY0020
WY0008-002	BAIROIL BRANCH LIBRARY	BAIROIL	WY0008
016	BIG HORN COUNTY LIBRARY SYSTEM	BASIN	WY0010
WY0019-004	BIG PINEY BRANCH LIBRARY	BIG PINEY	WY0019
WY0010-008	BURLINGTON BRANCH LIBRARY	BURLINGTON	WY0010
WY0004-002	BURNS BRANCH LIBRARY	BURNS	WY0004
WY0010-009	BYRON BRANCH LIBRARY/BYRON ELEMEN	BYRON	WY0010
003	CAMPBELL COUNTY PUBLIC LIBRARY	GILLETTE	WY0002
017	CARBON COUNTY LIBRARY SYSTEM	RAWLINS	WY0011
WY0001-007	CENTENNIAL LIBRARY BRANCH	CENTENNIAL	WY0001
WY0006-002	CHUGWATER BRANCH LIBRARY	CHUGWATER	WY0006
WY0007-002	CLEARMONT BRANCH LIBRARY	CLEARMONT	WY0007
WY0017-003	COKEVILLE BRANCH LIBRARY	COKEVILLE	WY0017
WY0012-002	CONVERSE COUNTY LIBRARY SYSTEM	DOUGLAS	WY0012
019	CROOK COUNTY LIBRARY SYSTEM	SUNDANCE	WY0013
WY0010-010	DEAVER BRANCH LIBRARY	DEAVER	WY0010
WY0003-005	DUBOIS BRANCH LIBRARY	DUBOIS	WY0003
WY0011-003	ELK MOUNTAIN BRANCH LIBRARY	ELK MOUNTAIN	WY0011
WY0011-004	ENCAMPMENT BRANCH LIBRARY	ENCAMPMENT	WY0011
WY0008-003	FARSON BRANCH LIBRARY	FARSON	WY0008

Move Outlet to New Entity Cancel

Next, a window listing all outlets is displayed. Select the outlet that will be moved to a new administrative entity by clicking on the gray box to the left of the names. *The entire row must be highlighted.* To proceed, select 'Move Outlet to New Entity'. Next, the user is prompted to 'Select a parent Administrative Entity for this Outlet.' A window listing all the administrative entities is displayed.

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Move Outlet

Select an Administrative Entity that you will be adding this Outlet to

LIBID	LIBNAME	CITY	FSCSKEY
002	ALBANY COUNTY LIBRARY SYSTEM	LARAMIE	WY0001
003	CAMPBELL COUNTY PUBLIC LIBRARY	GILLETTE	WY0002
005	FREMONT COUNTY LIBRARY SYSTEM	LANDER	WY0003
007	LARAMIE COUNTY LIBRARY SYSTEM	CHEYENNE	WY0004
009	PARK COUNTY LIBRARY SYSTEM	CODY	WY0005
010	PLATTE COUNTY LIBRARY SYSTEM	WHEATLAND	WY0006
012	S		WY0007
013	S	ER	WY0008
015	N		WY0009
016	B		WY0010
017	C		WY0011
018	C		WY0012
019	CROOK COUNTY LIBRARY SYSTEM	SUNDANCE	WY0013
022	GOSHEN COUNTY LIBRARY	TORRINGTON	WY0014
023	HOT SPRINGS COUNTY LIBRARY	THERMOPOLIS	WY0015
024	JOHNSON COUNTY LIBRARY SYSTEM	BUFFALO	WY0016
025	LINCOLN COUNTY LIBRARY SYSTEM	KEMMERER	WY0017
026	NIOBRARA COUNTY LIBRARY	LUSK	WY0018
029	SUBLETTE COUNTY LIBRARY SYSTEM	PINEDALE	WY0019

WinPLUS

Select a parent Administrative Entity for this Outlet.

OK

Continue Cancel

Select the administrative entity to which the outlet is moving by clicking on the gray box to the left of the names. *The entire row must be highlighted.* Select 'Continue' to finalize the structure change.

5.7.7 Delete Incorrect Record

To delete an incorrect outlet record, select 'Delete Incorrect Record' from the 'Outlet Structure Changes Menu'. (Note: The deleted outlet is tracked in the historical database under its original FSCS ID# and can later be restored. See section 5.7.8—Restore Previous Deletion.)

Next, a list of all outlets is displayed. Select the outlet that will be deleted by clicking on the gray box to the left of the names. *The entire row must be highlighted.* Select 'Delete Outlet' to proceed with the structure change. Next, a 'Delete incorrect Outlet record' data entry screen is displayed with the message 'Do you want to delete this Outlet?'

WinPLUS - Outlet Structure Changes Wyoming FY-2001

Delete incorrect Outlet record

Outlets

01 Libid: WY0020-003 1A FSCS: WY0020 003

02 Name: ALTA BRANCH LIBRARY

03 Address: ROUTE 1, BOX 3480/MAIL- TETON

04 City: ALTA VIA DRIGGS (307)353-2472

06 Zip: 83422 07 Zip4: 9E

09 Outlet Type Code: BR 10 Metropolitan Status code: NO

12 Number of Bookmobiles: 0

13 Web Address: M

Do you want to delete this Outlet?

Yes No

Cancel Merge Save Now Cancel Changes Previous Page Next Page Exit

Select 'Yes' to confirm the deletion, or select 'No' to cancel the structure change and return to the 'Outlet Structure Changes Menu'.

5.7.8 Restore Previous Deletion

To restore a previously deleted outlet, select 'Restore Previous Deletion' from the 'Outlet Structure Changes Menu'. (Note: The deleted record is restored from the historical database and becomes a current record in the outlet database. The outlet's old FSCS ID# is retained.) A list of outlets that may be restored is displayed.

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Restore Outlet record

Select an Outlet to Restore

FSCS	LIBID	LIBNAME	CITY
WY0001	002	CENTENNIAL LIBRARY BRANC	CENTENNIAL
WY0011	WY0011-002	LITTLE SNAKE RIVER VALLEY	BAGGS
WY0007	WY0007-003	STORY BRANCH LIBRARY	STORY
WY0011	WY0011-006	MEDICINE BOW BRANCH LIBRA	MEDICINE BOW
WY0013	WY0013-003	PINE HAVEN BRANCH LIBRARY	PINE HAVEN
WY0007	WY0007-007	SHERIDAN COUNTY LIBRAY (B	SHERIDAN
WY0002	WY0002-002	GEORGE AMOS MEMORIAL LIB	GILLETTE
WY0019	WY0019-003	BONDURANT BRANCH LIBRAR	BONDURANT
WY0002	WY0002-003	RECLUSE BRANCH LIBRARY	RECLUSE
WY0001	002	ALBANY COUNTY LIBRARY SY	LARAMIE
WY0001	WY0001-007	CENTENNIAL LIBRARY BRANC	CENTENNIAL
WY0001	002	ROCK RIVER BRANCH LIBRAR	ROCK RIVER

Restore Cancel

Select the outlet that will be restored by clicking on the gray box to the left of the names. *The entire row must be highlighted.* Select 'Restore' to proceed with the structure change.

Next, a window showing the outlet is displayed. The user will be asked ‘Do you want to restore this Outlet?’

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Restore Outlet record

Outlets

01 Libid: WY0002-003 1A FSCS: WY0002 003

02 Name: RECLUSE BRANCH LIBRARY

03 Address: (NO STREET ADDRESS)

04 City: RECLUSE

06 Zip: 82725 07 Zip4: 95

09 Outlet Type Code: BR

10 Metropolitan Status code: NO

12 Number of Bookmobiles: 0

13 Web Address: -1

Do you want to restore this Outlet?

Yes No

Cancel Merge Save Now Cancel Changes Previous Page Next Page Exit

Select ‘Yes’ to continue with the restore. Select ‘No’ to cancel the restore and return to the ‘Outlet Structure Changes Menu’. When the user selects ‘Yes’, the outlet record is restored from the historical database and again becomes a part of the outlet database under its original FSCS ID#. The ‘Outlet Structure Changes Menu’ is then displayed.

